

**INTERAGENCY ELECTRONIC
REPORTING SYSTEM – IERS**

**RATIONALIZED CRAB REPORTING
in
eLandings Processor Workstation**

Build 3.0 791

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RATIONALIZED CRAB REPORTING in *eLandings Processor Workstation*

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INSTALLING SOFTWARE & GETTING SET UP

Creating an User Account

You only have to create a user account once so if you have used elandings in the past you can use the same account. If you have forgotten your username or password, then call NMFS Juneau Office during business hours to reset your password.

You have to create a user account from a computer with internet access. Go to the eLandings website (<http://elandings.alaska.gov/>) and Register for a user account.

eLandings
Reporting Component of the
Interagency Electronic Reporting
System

**Alaska
Department of
Fish and Game**

**International Pacific
Halibut
Commission**

**NOAA
Fisheries**

eLandings

eLandings is the Interagency Electronic Reporting System for reporting commercial fishery landings in Alaska. This system is a collaborative effort of the Alaska Department of Fish and Game, the International Pacific Halibut Commission, and the NOAA Fisheries, with funding provided through the Pacific States Marine Fisheries Commission. Currently eLandings is only for IFQ/CDQ crab and Community of Adak golden king crab landing and/or production data reports, (not including Norton Sound king crab). In the future, the system will include landings and production data reports for groundfish, shellfish, salmon, halibut CDQ, halibut and sablefish IFQ, and other species fisheries.

June 27, 2006: eLandings 2.2 released [release notes](#)
May 10, 2006: eLandings 2.0 released [release notes](#)

HOW TO GET STARTED

Web eLandings

1. **Register:** Before users can use the eLandings system to report landings, they must request authorization to use the system and reserve a particular UserID and password. A UserID will be activated after a signed registration form is submitted to: State of Alaska Help, P.O. Box 110206, Juneau, AK 99811-0206, and approved.
2. **LOGIN to make a landing report:** The eLandings system will allow registered users to submit landing reports. Users can submit their landing report data to all of the mandated agencies through a series of eLandings web pages. Users can also import data in a specified XML format via the eLandings web site.

We **highly recommend** contacting NMFS or ADFG staff (see the Contact Information section) for help in setting up a completely new operation. The relationship of the permit numbers is important, and is much easier to get right the first time with a little help than it is to correct it after the fact.

Before you begin the process of establishing a new Operation, you should have gathered the following information together, as they pertain to your operation:

- ADF&G Processor Code
- Registered Crab Receiver Number
- ADF&G Vessel Number

Once you have complete the registration process, print the user information page. Then you must sign it and fax it to (907) 586-7354 Attn: eLandings

Uninstalling an old version

1. If you have an old version of the eLandings software installed on your computer you should uninstall the old version before you load the new version. Most likely it is installed in C:\Program Files\elandings.
2. First you should create an archive of your old fish tickets and landing reports:
 - a. Create a new folder called elandings_archives in C:\Program Files
 - b. Go to C:\Program Files\elandings and copy the **reports** folder onto the new archive. Rename it: elandings_reports_2005
 - c. Also make a copy of the **pdf** folder and save it in the archive folder and rename it: elandings_pdf_2005.
3. Now you can delete the entire elandings folder.
4. You also need to delete elandings.properties file that is located in C:\Documents and Settings\{user}

Installing eLandings Processor Workstation & Getting Report Numbers

1. Using Windows Explorer, open the installation CD (to do this, right click on the Start button, select Explore, and double click on the CD Drive)
2. Double click on the eLandings installation .jar file (named something like elandings-install-1_2_299.jar)
3. Follow default prompts throughout installation, then click ok. An 'eLandings' icon will be created on your desktop
4. Open the Processor Workstation software by double clicking on the desktop icon.
5. The Settings Dialog box will open (or go to Configuration, Settings):

Settings

Transmit Method: Email File

SMTP Server:

From mail address:

Copy mail address:

Root Directory:

Import Directory:

Export Directory:

Receipt Directory:

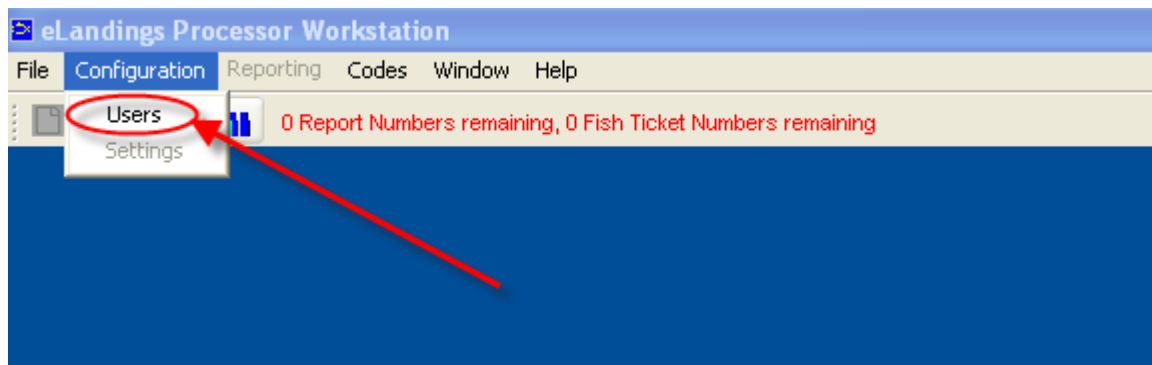
Logging Level: Include log in transmissions

Transmit method: Click the radio button to select **File**. When you use this method you will be emailing your landings and attaching zip files that the Processor Workstation creates. This is the option that almost all of the boats use. You can leave the SMTP server blank if you use this method.

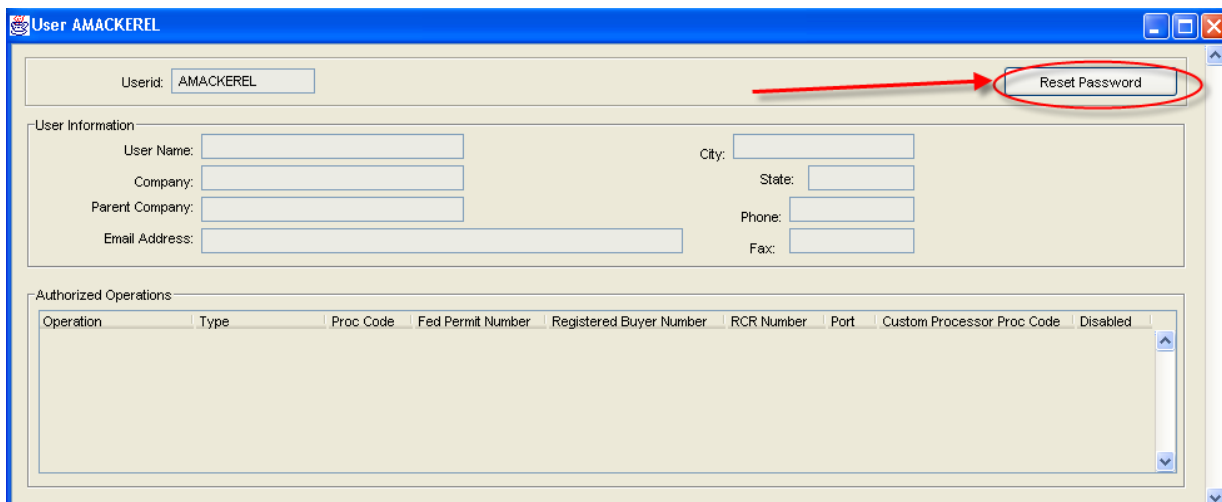
SMTP Server: Leave this blank since you have File as your transmit method.

- a. From email address: enter your email address here
- b. Copy from email address: use this if you would like a copy of your transmissions sent to another email address (your main office, for example).
- c. Root Directory: should be C:/Program Files/elandings
- d. Import Directory: should be C:/Program Files/elandings/transmissions
- e. Export Directory: should be C:/Program Files/elandings/transmissions
- f. Receipt Directory: should be C:/Program Files/elandings/transmissions
- g. Check the box "Include log in transmissions"
- h. Click OK

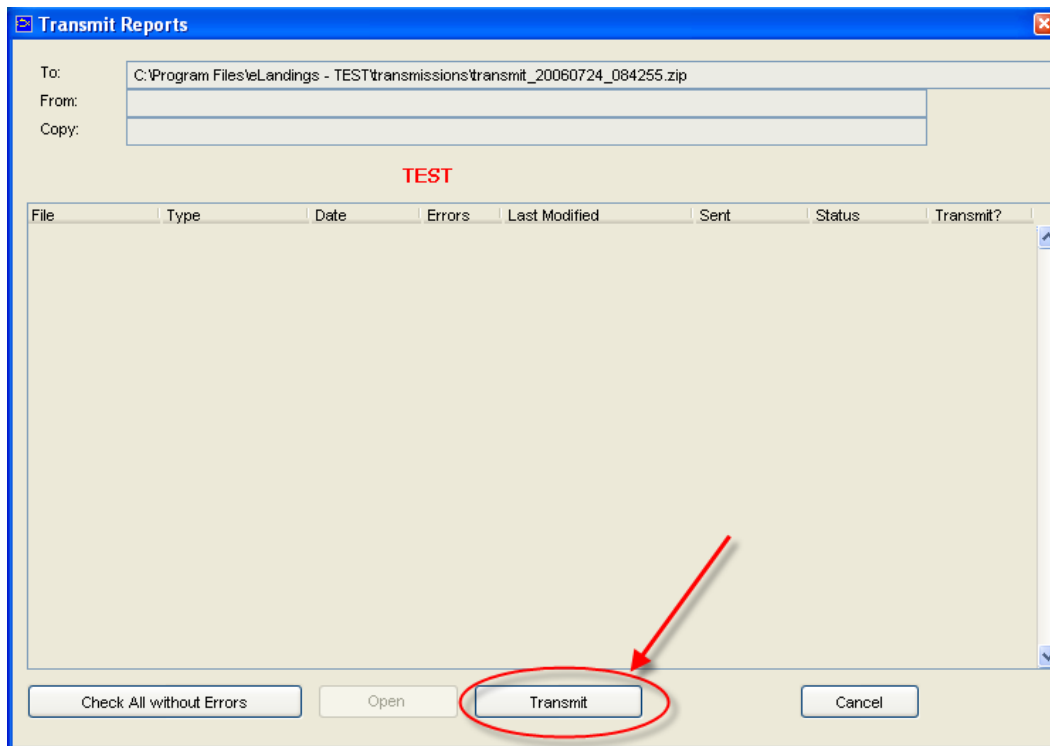
The eLandings Processor Workstation will open to a blank blue screen.



1. Select **Configuration**, Select **Users**
2. Click **New**
3. Enter your username (the one you picked when you registered)
4. Click on the **Reset Password** button



5. Enter your correct password. **Note: your password is case sensitive!!**
6. Confirm the password by entering it again
7. Go to **File**, select **Save**
8. Close the Users dialog box
9. Go to **File**, select **Login**
10. If you receive a message that your username or password is invalid: select Configuration, Select Users. Reset Password (can be the same as you originally entered) or quit the program and restart it. Now go to File, select Login- it should now log you in.
11. Go to **Reporting**, Select **Transmit Reports**



12. Click on the '**Transmit**' button. You have configured the software to transmit via file so when you click 'Transmit' the software creates a transmission file and saves it into C:\Program Files\elandings\transmissions\
13. Open your email program and create an email to: elecprep@noaa.gov and put elandings in the subject line of your email
14. Attach the zip file which was saved by the program in: C:\ProgramFiles\elandings \transmissions (the file will be called something like 2006_66_14_56.zip)
15. Send the email.

Receiving & Processing Receipt

1. Wait 5-10 minutes and check your email.
2. You should now have an email with an attachment. Right click the attachment (named something like: e4251_reply.zip) and select 'save as' and save it in: C:\Program Files\elandings \transmissions
3. Open the eLandings Processor Workstation software and log in
4. Go to Reporting, Process Return Receipts
5. Highlight the zip file you just saved and select Open
6. You will get a message telling you the number of Report Numbers and Fish Tickets Numbers that are available.
7. Installation and Setup are now done! You can start entering crab landing reports.

CONTACT INFORMATION

- **NMFS Data Clerks** - available 6 am until Midnight – **(800) 304-4846 opt. 1**
Contact the data clerks for red line errors in the IFQ report and to reach NMFS Enforcement officers

- **NMFS, Sustainable Fisheries Juneau Office**, 8am to 4:30pm M-F
 - Jennifer Mondragon, 907-586-7010
 - Larry Talley, 907-586-7512
 - Josh Keaton, 907-586-7519

- **NMFS, RAM Division** (Permit questions, IFQ, IPQ), 8am to 4:30pm M-F
1-800-304-4846 opt 2
Brian Avis, 907-586-7441

- **ADF&G Dutch Harbor Office**, 8am to 4:30pm M-F
Ph# (907) 581-1239 Fax# (907) 581-1572
Krista Milani or Barbi Failor

- **eLandings Helpline: (888) 443-5726**, available 24 hrs/day
The help desk will know the status of the system and be able to tell if there are any outages.

DATA ENTRY INSTRUCTIONS

Creating a Crab Landing Report

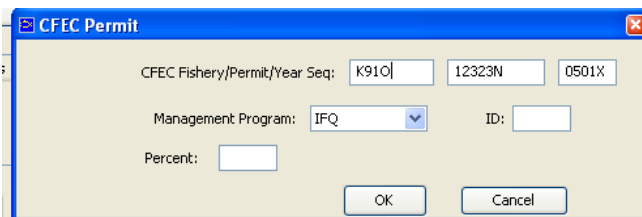
- I. Open eLandings Processor Workstation and login
- II. Click on **File, New** and select **Crab Report** and verify that the correct operation for the landing report has been selected to begin to make a crab landing report.
- III. Go to the **Vessel/Location/Status** tab to fill in the header information.
 - a. Enter: ADF&G vessel number; gear code (91 = pot); crew size (including the skipper); number of observers on board (which should be a 1 or a 0); date fishing began & ended; number of days fished; date of landing; and port of landing.
 - b. ADF&G processing code (purchaser/owner): is preloaded from your selected operation. If you want to change it, then choose the appropriate code from the dropdown.
 - c. ADF&G Processor Code (custom processor): If you are doing custom processing then you will need your processing code here and the F-code of the company you are processing for as the purchaser/owner.
 - d. The Registered Crab Receiver # is also preloaded from your selected operation. If you want to change it, choose the appropriate number from the drop down menu.
 - e. Port of Landing: catcher processors use: FCP; stationary floating processors use: IFP

Vessel/Location/Status tab:

The screenshot displays the eLandings Processor Workstation interface. The title bar reads "eLandings Processor Workstation - Bertha Crabs logged in". The menu bar includes "File", "Configuration", "Reporting", "Window", and "Help". A status bar at the top indicates "22 Landing Report Numbers remaining, 16 Fish Ticket Numbers remaining". The main window is titled "Landing Report 430" and features several tabs: "Vessel/Location/Status", "Permits & Pounds", "IFQ Reports", and "Summary". The "Vessel/Location/Status" tab is active, showing the following fields:

- Status:**
 - Report Status: Not Submitted
 - Transmit Status: [Empty]
 - Transmit Date: [Empty]
 - Receipt Date: [Empty]
 - Number of Error Messages: 0
 - Number of Warnings: 0
 - View Messages: [Button]
- Vessel:**
 - ADF&G#: 41444
 - Gear: 91 (Pot)
 - Date Fishing Began: 12/1/2005
 - Date of Landing: 12/8/2005
 - Days Fished: 7
 - Crew Size (including skipper): 8
 - Observers Onboard: 1
 - Partial Delivery: [Unchecked]
 - Last Delivery for Trip: [Checked]
- Processor:**
 - Processor Code (Owner): F5543 Processor F5543
 - Processor Code (Custom Processor): [Empty]
 - Registered Crab Receiver Number: 90004 Processor 90004
 - Port of Landing: FCP (Catcher/processor)

- IV. Go to the **Permits & Pounds** tab
 - a. Under “*Permits*” section click on the **New** button to add the CFEC permit information.
 - b. The CFEC permit has three parts:
 - i. **Fishery**, for example K91o
 - ii. **Permit**: 5-digit number with a check digit (letter); for example, 12345N
 - iii. **Year sequence**: 4 numbers plus a check letter, for example 0501x. The first 2 digits of this sequence are the year that the permit is issued. The next two digits is the card number (ex: the fisherman lost his first card so it may say 02)
 - c. **Management Program**
 - i. Options are CDQ, IFQ, ADAK don’t leave this field blank
 - ii. Program ID: This is for CDQ fisheries only. All CDQ groups have their own number. If you are reporting a CDQ fishery, you **MUST** put in a number. For anything else, leave this blank.
 - d. **Percent**
 - i. Leave blank if you just use one permit or if you are not intending to do automatic allocation.
 - ii. Enter a value if you want to allocate the catch by a certain percentage across different permits.
 - iii. Click OK



V. **IFQ information**

- a. Click on the line you just entered in the CFEC permit box so that it is highlighted in blue, now you will be able to click New to enter the IFQ information.

NOTE: if this is a CDQ landing, you can skip this section and move on to Itemized Catch. An IFQ Report is not needed for CDQ crab.

- i. NMFS ID: This is a personal identifier issued by NMFS. Enter the NMFS ID of the CFEC Permit holder who is fishing the IFQ permit and will sign the fish ticket.
 - ii. Always use skipper/hired master’s NMFS id -- do not use anything that identifies a coop or an IFQ permit holder not present.
- b. **IFQ Permit**:
 - i. There are 3 types of IFQ shares:
 1. A Shares - when landed, these shares reduce a processor’s IPQ.
 2. B Shares – these shares do not count against a processor’s IPQ. They can be landed at any RCR within the IFQs regional designation.
 3. C or U Shares - These are skipper/crew or at sea processor quota. They do not count against a processor’s IPQ when landed
 - ii. Shares are regionally divided (North, South, and Undesignated). A processor may only receive IFQ that is designated for their region (North or South) or is undesignated For example; Akutan may only take South or Undesignated shares, while St. Paul could take North and Undesignated shares.
- c. **Species Code**: Enter ADF&G Species Code (to see a list of species codes use the Codes section in the menu bar at the top of the elandings screen).

- d. **IPQ Permit:**
 - i. IPQ is the Individual Processing Quota which puts a cap on the allowed A-shares a company may receive.
 - ii. This is Pre-Loaded from your registration defaults. Pick the correct permit number from the drop down list.
 - iii. If you are a catcher/processor and using class C or U IFQ, then leave the IPQ blank.
- e. **LBS to Max-Out Permit**—this is to max out the IFQ permit.
 - i. This is an optional feature. In order to put poundage in here, the report must have more than one IFQ permit number to debit and you can only “Max Out” one less than the total number of IFQ permits. So if you have 3 IFQ permits for the landing, you can max out 2 of them.
 - ii. Enter the maximum pounds being requested for each particular IFQ permit.
 - iii. If there are no other restrictions being asked on other permits, leave the “Max out pounds” boxes for the other IFQ permit numbers blank. The quota will be divided equally. Or, continue to fill in data for each IFQ permit for which you want to “Max out”.

Catcher/Processors that are using class C or U IFQ, leave the IPQ blank

VI. Statistical Area Worksheet

- a. On the right-hand side of the screen is a box to enter the statistical areas. This is optional, but can be an extremely helpful box. If used, this worksheet can split catch among harvest areas and you will not have to enter stat areas and pot lifts in other parts of the landing report. Click on the New button to enter a stat area:
- b. Enter the Stat Area Number, the Percent of catch from the area, and total number of pots fished (effort) in the area. Then click OK
- c. Click New to enter another stat area line
- d. When the stat area worksheet is used, it will automatically divide out the quota for the landing
- e. If you leave this worksheet blank, you must enter stat areas for each line item in next segment and manually divide out the quota.

VII. Itemized Catch

- a. Go down to the Itemized Catch box and click the New button (if the New button is not available, make sure you have the fish ticket line item highlighted in blue)

- b. Select the Fish Ticket number. Remember that there is only 1 fish ticket per CFEC card. Fish tickets are not assigned by IFQ permit. If you want to allocate the line item across multiple permits, leave blank.
- c. Stat Area – If you used the Statistical Area Worksheet, then leave this blank! If you write anything in the box, it will override the already completed stat area worksheet.
- d. Enter the species, condition, and disposition codes (the codes are listed at the end of this document)
 - i. Disposition codes for dead-loss and personal use crab are debited from IFQ but not from IPQ accounts.
 - ii. If you are a Catcher/Processor, you still need to use the Sold disposition, even if the crab is not yet sold.
- e. Pounds – enter raw crab pounds
- f. Number - This is the number of physical animals. The program is built with some safeguards; it knows average pounds of each species of crab and will give you an error if the number of animals and number of pounds are unreasonable.
- g. Pot Lifts – If you used the stat area worksheet, leave this area blank! If you write anything in the box, it will override the values completed stat area worksheet. Note that you also need to leave it blank if you already have used the same stat area line for that specie.
- h. Click OK.



VIII. Grading and Pricing

You are not required to enter price. So you can skip the pricing and grading section if you choose not to enter this information.

IX. Allocate



- a. Select the Allocate button if you have not entered the fish tickets for the line items but prefer to assign the fish ticket numbers based on a percentage for the permit.
- b. If you use only one permit it will allocate all line items to that permit.
- c. If you have not entered any percentage in multiple permits it will allocate it evenly across the different permits.

X. Save and Check for errors:

- a. To save, go to File, Save or you can click on the “disk” icon: 
- b. To check for errors click on the “Check” icon: 
- c. Once errors are fixed, be sure to SAVE again.

Generate the IFQ Report

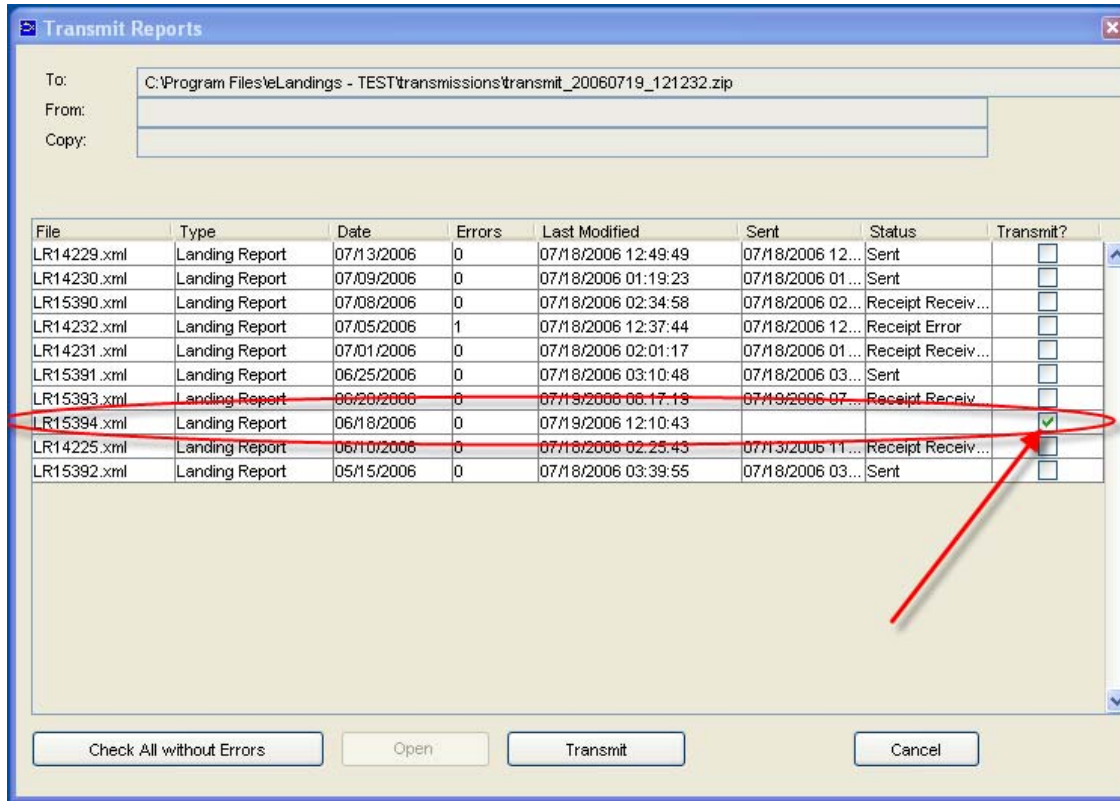
- Click on the **IFQ Reports** tab.
- Click on the “**Generate IFQ Reports**” button. This automatically generates the IFQ report that can be edited or submitted. You may make changes to the IFQ report until it is submitted.
- Click on the IFQ report so that it is highlighted in blue. Now you can see the line items of the IFQ report in the lower box.

- Click on the **IFQ Preview** button to create a pdf of your IFQ reports that is easier to review and print. This preview does not submit your landing!! It is only meant to be used to review the IFQ for accuracy and errors. If you need to make any changes you must go back into the elandings system.
- If you need to edit the line items, you can double click on them. You can also remove items from the IFQ report and manually enter them yourself.
- Your IFQ reports must be in balance with the Fish Ticket before you can submit the IFQ reports.
- If you need to make edits, to go back to the permits and pounds tab and make your changes. Once you have made and saved the edits, come to the IFQ Reports tab, click on the Clear IFQ Reports button. Then you can Generate the IFQ Report again.
- You can make edits to the IFQ Report until you successfully transmit the report to NMFS. After that, you will have to contact the NMFS Data Clerks (800-304-4846, option 1)
- Be sure to save, go to File, Save or you can click on the “disk” icon: 
- To check for errors click on the “Check” icon: 

TRANSMITTING REPORTS

Create the transmission file

1. Close and Save the landing report
2. Go to **Reporting** and then **Transmit Reports**. The Transmit Reports dialog box will open:



3. Check to be sure that the report you need to transmit has a check box in the “Transmit?” column. Note: you can send as several reports at the same time the “Transmit?” check box just needs to be clicked for all of them.
4. Click on the **Transmit** button at the bottom of the dialog box
5. You will get a message telling you that a transmission file was created.

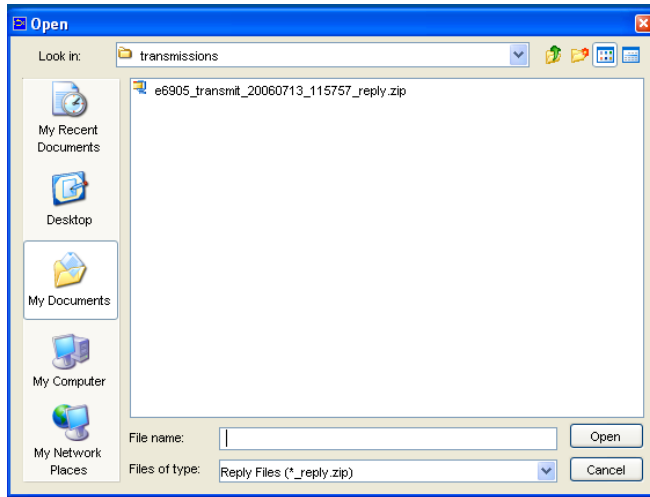
Transmit landing report

1. If you have configured the software to transmit via file, when you click ‘Transmit’ the software saves your file into C:\Program Files\elandings\transmissions
2. The name of the transmission file reflects the date and time when it was created in the following format: *transmit_yearMonthDay_HoursMinutesSeconds*. So a file named: **transmit_20060719_075420.zip** tells you the file was created on July, 19, 2006 at 7:45:20 am.
3. Open your email program
4. Create an email to: elecprep@noaa.gov
5. Put “elandings” in the subject line.
6. Attach the zip file which was saved by the program in:
C:\Program Files\elandings\transmissions
7. Send email.

RETURN RECEIPTS

Process the Return Receipt

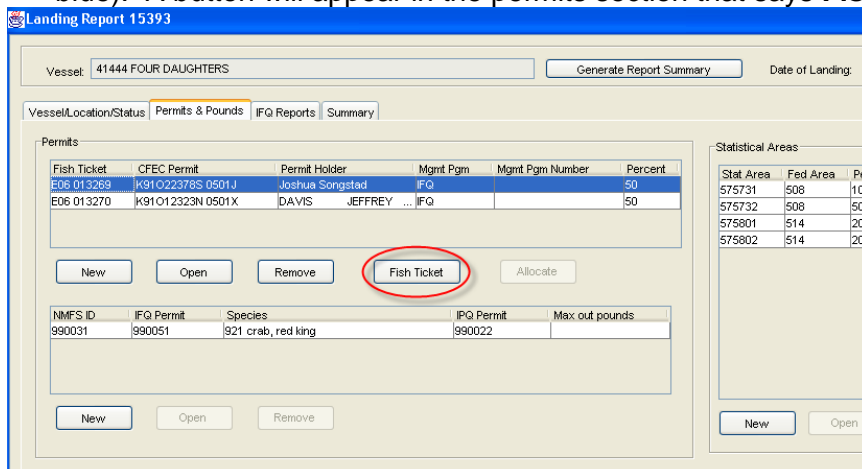
1. Wait 10-15 minutes after sending the landing report and then check your email.
2. You should now have an email with an attachment. Right click the attachment (named something like: **transmit_20060719_075420_reply.zip**) and select 'save as' and save it in:
C:\Program Files\elandings\transmissions
3. Open the elandings Processor Workstation software and log in
4. Select **Reporting**, select **Process Return Receipts**
5. A dialog box will open to your transmission folder:



6. Highlight the zip file you just saved and select **Open**
7. The Return Receipt dialog box appears. Click on the report to highlight it in blue, then click **OK**

Print Fish Ticket

1. Once you have processed your return receipt, you can now print the fish ticket.
2. Go to **File, Open**. Double click on landing report to open it.
3. Go the **Permits & Pounds** tab
4. In the Permits section, click once on the fish ticket you would like to print (so it is highlighted in blue). A button will appear in the permits section that says **Fish Ticket**. Click on this button.



5. A dialog box will appear showing you that a pdf file (named something like: E05 003701.PDF) is being saved in the pdf folder in the eLandings directory.
6. Click Save
7. Adobe Acrobat should automatically open the pdf so that you can print it. If Adobe does not open, use Windows Explorer and navigate to C:\Program Files\elandings\pdf. Open the fish ticket and print.

Print IFQ Receipt

1. Go to the **IFQ Report** tab
2. Select the IFQ report (in the left hand box) and click on the Receipts button

The screenshot shows the 'Landing Report 15393' application window. At the top, the vessel name is '41444 FOUR DAUGHTERS' and the date of landing is '06/20/2006'. The 'IFQ Reports' tab is active, displaying a table with columns: Status, Tran Number, Fish Tit, NMFS ID, IFQ Permit, Species, and IPQ Permit. Two rows are visible, both for 'Contact NMFS' with tran numbers 69147 and 69148. To the right of the table, there are buttons for 'Generate IFQ Reports', 'Clear IFQ Reports', and 'IFQ Preview'. The 'Receipts' button is circled in red. Below these buttons, there are input fields for 'Tran Date/Time' (2006-07-19 07:51:45), 'Net IFQ weight' (7744), and 'Net IPQ Weight' (7744). At the bottom, there are fields for 'Class' (A) and 'Sector' (CVO).

Status	Tran Number	Fish Tit	NMFS ID	IFQ Permit	Species	IPQ Permit
Contact NMFS ...	69147	E06 013269	990031	990051	921 crab, red ki...	990022
Contact NMFS ...	69148	E06 013270	990033	990015	921 crab, red ki...	990022

3. A dialog box will appear showing you that a pdf file (named something like: LR15393_IFQ.PDF) is being saved in the pdf folder in the eLandings directory.
4. Click Save
5. Adobe Acrobat should automatically open the pdf so that you can print it. If Adobe does not open, use Windows Explorer and navigate to C:\Program Files\elandings\pdf. Open the IFQ report and print.

WHAT TO DO IF YOU LOOSE EMAIL CAPABILITY

You need to make every attempt to solve the eLandings issue before using a proxy method! Use the contact numbers provided in this document to get help and figure out the problem.

- If your email capacity is down for longer than the required reporting period (six hours following the completion of off-load or weekly for catcher/processors) please contact the **NMFS IFQ Data Clerk at 1 – 800 – 304 – 4846, Option 1** to complete the crab IFQ portion of the landing report

TIP: If you enter all the data into elandings first, the *Preview IFQ report* can be useful when completing your manual landing report.

- If you are a stationary floating processor you must also complete an **Interim Landing Report** (attached at the end of this document):
 1. Imprint the CFEC Permit of each IFQ quota share holder. If the landing includes multiple IFQ share holders, use a separate Interim Landing Report form to imprint the CFEC Permit.
 2. Fill out the entire form
 3. Record price per pound (required) and size/grade, if applicable.
 4. Obtain the signature of the CFEC permit holder (Crab IFQ quota shareholder) on the Interim eLanding Report.
 5. Sign the Interim eLanding Report as processor agent.
 6. Contact NMFS IFQ Data Clerk at 1 – 800 – 304 – 4846, Option 1 to complete a manual IFQ Report.
 7. An Interim eLanding Report does NOT exempt you from doing an electronic landing. An electronic landing must be completed as soon as your email is available again. However, do NOT submit an IFQ report via eLandings if you already submitted a manual IFQ report via the Data Clerks. To remove the IFQ report from your elandings report, open the report in the Processor Workstation. Go to the IFQ Reports tab. Make sure the left-hand box is empty. If a report is present, click on the Clear IFQ Reports button. Save the report. Now you can transmit it.

HOW TO COMPLETE A LANDING REPORT AND IFQ REPORT WHEN YOUR INTERNET CONNECTION IS TEMPORARILY UNAVAILABLE

If your Internet connection is temporarily down, but unavailable for longer than the required reporting period, please follow these instructions to complete an Interim eLanding Report:

1. Imprint the CFEC Permit of each IFQ quota share holder. If the landing includes multiple IFQ share holders, use separate Interim eLanding Report forms to imprint the CFEC Permit.
2. Record the following on the Interim eLanding Report form(s):
 - area of harvest (statistical areas)
 - percentage of harvest from each statistical area
 - number of pot lifts from each statistical area (crab fisheries only)
 - crew size
 - number of State of Alaska certified Observers on board, if applicable
 - management program and program number (reference the eLandings ADF&G Fish Ticket Codes sheet) and the CDQ program number, if applicable
 - port of landing
 - gear code type
 - State of Alaska processor code of buyer
 - State of Alaska processor code of custom processor, if applicable
 - date fishing began
 - date landing was completed
 - number of days fished (gear worked or soaking)
 - check appropriate box(s) if partial delivery.
3. Record itemized catch
 - species
 - delivery condition
 - weight
 - number of animals (crab fisheries only)
 - disposition - sold, deadloss, personal use
4. Record price per pound and size/grade
5. Obtain the signature of the CFEC permit holder on the Interim eLanding Report.
6. Sign the Interim eLanding Report as processor agent
7. If this report includes an IFQ landing, contact NMFS IFQ Data Clerk at:
1-800-304-4846, **Option 1** to submit a manual IFQ Report.
8. The data clerks will ask you for a fish ticket number, give them the interim number "E0 000000".
9. When the Internet service returns, enter all information recorded on the Interim eLanding Report(s) into the eLanding System. DO NOT SUBMIT ANY IFQ PERMIT INFORMATION already submitted by the NMFS data clerks. Print out the fish ticket(s). Attach the Interim eLanding Report(s) with signatures to the eLanding fish ticket(s) that report the information entered into the eLanding System.
9. Do not generate and submit an IFQ report; this has been completed by the NMFS Data Clerks.
10. Submit the stapled together Interim *eLanding* Report(s) and the eLanding fish ticket(s) to the local office of ADF&G within seven days of the completion of the off-load.
11. Retain a copy of the signed Interim *eLandings* Report for your own records and provide a copy to the seller.

Interim eLanding Report

ALASKA DEPARTMENT OF FISH & GAME CRAB TICKET

Statistical Area Worksheet					
Stat. Area	Harvest %	Pot Lifts	Stat. Area	Harvest %	Pot Lifts

Vessel _____
 ADF&G No. _____
 Permit _____

Crew Size _____
 Observers onboard _____

Management Program
 IFQ
 CDQ
 ADAK
 CDQ No. _____

Port of Landing or off-shore
 operation type

Type of gear used

Processor Code _____
 Custom processor (if applicable) _____

Date fishing began
 (Gear in Water) _____

Days Fished _____

Partial Delivery
 Partial Delivery
 Last Landing for Trip
 Multiple IFQ Permits

SPECIES	STAT AREA	DELIV. COND	SCALE WEIGHT	NUMBER	POT LIFTS	DISP.	SIZE / GRADE	SOLD WEIGHT	\$	AMOUNT

1. Imprint the CFEC Permit.
2. Complete the Interim eLanding Report by hand.
3. Obtain the signature of the CFEC permit holder/IFQ quotashare holder.
4. Sign the Interim eLandings Report as agent for the processor.
5. Contact NMFS IFQ Data Clerk at 1-800-304-4846, Option # 1 to complete your IFQ landing report.
6. When the Internet service is up again, enter the Interim eLandings Report information in the eLandings System.
7. Do not submit an IFQ report. The IFQ report was submitted for this landing by the NMFS Data Clerk.
8. Print out the fish ticket(s) and submit to the local office of ADF&G. Attach the signed Interim eLanding Report(s).

Permit Holder's Signature _____ Fish Received by _____ Date _____

FISH DELIVERED HEREBY WERE CAUGHT IN COMPLIANCE WITH STATE LICENSING LAWS AND STATE LABOR LAWS AND REGULATIONS.